



## **FEDERAL SUPPLY SERVICE**

### **Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage*®, a menu-driven database system. The internet address for GSA *Advantage*® is <http://www.GSAAdvantage.gov>.

#### **Schedule for – Management, Organizational and Business Improvement Services (MOBIS)**

**Federal Supply Group: 87**

**Class: 874**

**Contract Number: GS-10F-0423N**

**For more information on ordering from Federal Supply Schedules,  
click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: 6-3-2013 through 6-2-2018**

**Price List Effective June 3, 2013**

**Contractor:** Thomas & Herbert Consulting LLC  
1901 N Moore Street, Suite 700  
Arlington, VA 22209

**Business Size:** Veteran Owned Small Business

**Telephone:** (703) 248-8116  
**FAX Number:** (703) 248-8320  
**Web Site:** [www.thcllc.com](http://www.thcllc.com)

**Contract Administration:** Saku J. Papino, Director of Contracts, [saku.papino@thcllc.com](mailto:saku.papino@thcllc.com)

**Ordering POC:** Stefan Goettlicher, 240-401-5400 (mobile), [Stefan.Goettlicher@thcllc.com](mailto:Stefan.Goettlicher@thcllc.com)

**CUSTOMER INFORMATION:**

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<u>Special Item</u>	<u>Description</u>	<u>Page</u>
874-1/1RC	Integrated Consulting Services	4
874-7/4RC	Integrated Business Program Support Services	5

1b. Identification of the lowest-priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Please see page 9.

1c. This price list contains hourly labor rates. For a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services, please see page 6.

2. Maximum Order: \$1,000,000. Orders may be placed in excess of this amount, subject to additional negotiation.

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): FOB Domestic (US) Only

5. Point(s) of production: Rosslyn (Arlington) Virginia USA

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted).

See prices attached

7. Quantity discounts: Please call Contractor.

8. Prompt payment terms: Net 30 days

9a. Government purchase cards accepted at or below the micro-purchase threshold: Yes

9b. Government purchase cards are accepted above the micro-purchase threshold: Please call Contractor.

10. Foreign items (list items by country of origin): None

11a. Time of Delivery: Specified on each Task Order

11b. Expedited Delivery. Please call Contractor.

11c. Overnight and two-day delivery. Please call Contractor.

11d. Urgent Requirements. Please call Contractor.

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment address(es): Thomas & Herbert Consulting, LLC, 1901 N. Moore St., Suite 700, Arlington, VA 22209.

15. Warranty provision: Contractor's Standard Commercial Warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Please call Contractor.

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508-compliance information is available on Electronic and Information Technology (EIT) supplies and services, and show where full details can be found (e.g., contractor's Website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 94-9264550

26. Thomas & Herbert Consulting, LLC is registered in the Central Contractor Registration (CCR) database.

## **Company Background**

Thomas & Herbert Consulting LLC (T&H) is a highly skilled management and technology consulting firm with an impeccable track record for delivering services and leading-edge solutions that improve our clients' business environments. T&H is a qualified and experienced provider of services similar to MOBIS to the Federal Government. As a provider of Enterprise-level solutions, T&H often deals with the complexities of organization, cost restructuring and culture that strategic, business and action planning bring. T&H is a responsive, reliable and proven provider in the areas of Cost, Order Accuracy, Delivery/Timeliness, Quality, Business Relations, Personnel, Customer Support, and Customer Care. We specialize in providing business process improvement, activity-based costing, business and information systems analysis, and related management consulting services. T&H is a Small Veteran-owned business, located in Rosslyn, Virginia. T&H has the organization, experience, operational controls, technical skills, and partners to deliver.

## **Services**

T&H provides services in the following two GSA Special Item Numbers (SINs) under the GSA MOBIS Federal Supply Schedule:

- SIN 874-1: Integrated Consulting Services
- SIN 874-7: Integrated Business Program Support Services

In the following subsections, we describe how T&H will accomplish tasks requested by agencies under MOBIS task orders. We summarize T&H's organizational and accounting controls and proposed quality measures, and highlight valuable strategic partners. In general, T&H ensures the quality of the services provided for both the overall contract and individual task orders using the following disciplines:

- Hiring and retaining experienced personnel in the domains we service
- Applying proven management processes
- Leveraging established yet flexible quality controls
- Applying repeatable and quality industry methodologies
- Employee training and certification programs

### **SIN 874-1 and 874-1RC: Integrated Consulting Services**

When providing consulting services for business improvement and mission performance, T&H applies proven management processes and documented methodologies to systematically evaluate past, present, and future organizational situations. Methodologies like our Accelerated Process Change™ and GroupWare Solutions™ are routinely deployed both on consulting and facilitation assignments. We employ and retain experienced personnel with relevant domain knowledge. We leverage benchmarking, performance-based metric development, and strategic planning as tools to add value to our customer base. The T&H approach considers both internal and external factors, such as efficiency, risk, operational continuity and customer satisfaction. T&H analyzes our client's customer satisfaction and effective resource utilization. The former is a critical component of client decision-making, and the latter, doing more with less, is a T&H service mandate. In summary, T&H provides comprehensive consulting services. A sample of our services is shown in the following table:

<b>SAMPLE T&amp;H Integrated Consulting Services</b>	
Business Process Reengineering	Cost/Benefit Analyses
Change Management	Organizational Assessments
Strategic Planning	Process and Productivity Improvement
Action Planning	Quality Management/Quality Assurance
Process Modeling	Program Audits

<b>SAMPLE T&amp;H Integrated Consulting Services</b>	
Performance Measurement	Leadership Systems
Financial Analysis	Customer Satisfaction
Statistical Analysis	Statistical Process Control
Risk Assessment	Outsourcing Training Systems
Decision Support Systems	Benchmarking/Best Practices
Data Modeling	Electronic Workflow/EDI
Transition Planning	Intranet/Web Support

### **SIN 874-7 and 874-7RC: Integrated Business Program Support Services**

T&H views our Program Integration and Project Management Services as the foundation of our management, organizational, and business improvement offerings. Our managers and subject matter experts bring first-hand knowledge of and experience with commercial and government best practices, broad subject matter expertise, and a deep understanding of the federal marketplace. Program management, oversight, planning and project controls are the backbone of our services and the basis for delivering timely and quality program deliverables. The following table highlights a few of the Program Integration and Project Management Services.

<b>SAMPLE T&amp;H Integrated Business Program Support Services</b>	
Program Management	Independent Validation and Verification
Senior Advisory services	Policy Development
Project Controls	Decision Enablement

T&H helps Federal senior executives and staff gain a clear understanding of the issues in and the expected results of the project. We employ practical and measurable management techniques. T&H diagnoses performance issues or improvement opportunities, plans and reviews strategies with clients, and collaboratively sets goals for improvement. T&H managers use a variety of data collection methods and analytic techniques, including customized surveys, diagnostic tools, and focus groups.

To ensure workable, efficient, and cost-effective solutions, we assess baseline performance and project future improvements. T&H assesses the organization's strengths and weaknesses; develops detailed outlines of redesigned processes; designs the blueprint for supporting systems, organization programs, and resources; and sets priorities for change or control. We implement, or recommend solutions to cut costs, control projects, and ensure mission critical deliverables are provided.

To ensure successful project success, implementation and continuous improvement, T&H develops action plans, performance measures, schedules, communication and training strategies, evaluation plans, and other products to monitor the progress of a project. The disciplined application of these techniques has contributed to the following major corporate successes for the T&H team:

- Assisted Army Corp of Engineers to establish its strategic enterprise business plan
- Reduced data collection time from months to days in support of HUD grants management
- Developed performance objectives for Center for Health Promotion and Preventive Medicine

T&H adds value to Federal client operations with our Program Integration and Project Management Services.

## **Pricing**

The following section provides T&H pricing schedules for the SINS in which T&H is approved to provide services. Hourly labor rates are listed following the Labor Category Descriptions.

### **Labor Category Descriptions**

T&H recognizes that successful project performance requires staffing each engagement with the right combination of education, specialized knowledge, and experience. The careful combination of these three elements is often unique and dependent upon the particular requirements associated with the work being performed. The labor category descriptions defined in this section provide the general guidelines for each labor category; however, reasonable consideration may be used for determining the optimal combination of experience, specialized knowledge and education on a project-by-project basis.

#### **Administrative Analyst**

Prepares memoranda outlining and explaining administrative procedures and policies to supervisory workers. Plans conferences, including logistical meeting/conference support, coordinates technical facilitation. Performs research. Directs preparation of records such as notices, minutes, and resolutions for stockholders' and directors' meetings. Acts as custodian of project documents and records. Directs preparation and filing of project working papers and documents. Schedules appointments, gives information to callers, takes dictation, composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties. Provides draft reports for the permanent record.

Minimum Education:

High School graduate or equivalency required and 3 - 5 years of related experience.

#### **Jr. Analyst**

Provides advice, assistance, guidance or counseling in support of agencies' business improvement efforts. Participates in the collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including, conclusions and recommendations for solution of administrative or problems, recording discussion content, and focusing decision-making. Compiles, stores, and retrieves management data. Defines data requirements and gathers and validates information applying judgment and statistical tests. Performs validation and testing of model to ensure adequacy, or determines need for reformulation. Prepares reports defining problem, evaluation, and possible solutions. Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy. Issues and interprets operating policies.

Minimum Education:

Bachelor's degree from an accredited college or university in a related discipline and 1 - 3 years of related experience.

#### **Analyst**

Studies management and operational methods to improve workflow, simplify reporting procedures, or implement cost reductions. Analyzes client operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Assists in project control and reporting. Provides facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Analyzes jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow. Provides studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Studies methods of improving work measurements or performance standards. Conducts strategic, business and action planning, program audits and evaluations assessing leadership systems, cycle times,

and system alignment. Participates in the collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including conclusions and recommendations for solution of administrative problems. Compiles, stores, and retrieves management data. Develops training and orientation material.

Prepares models of problem in the form of one or several equations that relate constants and variables, restrictions, alternatives, conflicting objectives and their numerical parameters. Defines data requirements and gathers and validates information applying judgment and statistical tests. Specifies manipulative or computational methods to be applied to model. Performs validation and testing of model to ensure adequacy, or determines need for reformulation. Prepares reports defining problem, evaluation, and possible solutions.

**Minimum Education:**

Bachelor's degree from an accredited college or university in a related discipline and 3 - 5 years of related experience.

**Senior Analyst**

Uses significant experience in large business processes and functional projects related to the client's institutional knowledge and specific areas of expertise to serve as a subject matter technical expert in relevant project areas. Assists in project control and reporting. Provides guidance to the business and/or technical staff on the functional producers/processes/policies reflecting detailed knowledge of functional areas included in Section C of the client's proposal. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Client management and Government representatives, including the Government contracting and programmatic personnel.

**Minimum Education:**

Bachelor's Degree from an accredited college or university in a related discipline and 5 -8 years of related experience.

**Project Specialist**

Supports discrete business improvement projects or tasks. Provides advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Analyzes problem in terms of management information and conceptualizes and defines problems and required solutions. Facilitates group discussions. Analyzes jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and workflow evaluations. Studies methods of improving work measurements or performance standards. Provides advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Participates in the collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records, performance data. Supports development of reports, including conclusions and recommendations for solution of administrative problems. Compiles, stores, and retrieves management data. Assists in preparation of budget needs.

**Minimum Education:**

Bachelor's degree from an accredited college or university in a related discipline required and 4 - 6 years of related experience.

**Senior Project Specialist**

Leads discrete business improvement projects or tasks. Provides expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Studies management and operational methods to improve workflow, simplify reporting procedures, or implement cost reductions focusing on process and productivity improvements. Analyzes problem in terms of management information and conceptualizes and defines problems and required solutions. Analyzes jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and workflow



evaluations. Studies methods of improving work measurements or performance standards. Provides expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Coordinates and participates in the collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records and performance data. Prepares reports, including conclusions and recommendations for solution of administrative problems. Compiles, stores, and retrieves management data. Assists in preparation of budget needs.

Minimum Education:

Master's degree preferred and 4 - 6 years of related experience.

### **Business Manager**

Leads one or more discrete business projects or tasks. Manages teams to accomplish business improvement tasks. Bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in problem-solving techniques, performance measures and project indicators. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information on problem or procedures, including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Confers with personnel concerned to ensure smooth functioning of newly implemented systems or procedure. Conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed.

Establishes and maintains technical and financial reports to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned IT tasks. Negotiates contracts. Simultaneously plans and manages diverse and highly complex projects. Responsible for leading and ensuring training of line personnel on the project approach, methodologies and procedures.

Minimum Education:

Master's degree from an accredited college or university in a related discipline required and 4 - 6 years of related experience.

### **Client Executive**

Responsible for all aspects of the program and contract performance (i.e., Business process, deliverable production, contractual, administrative, financial) during a methodologies full life cycle, including but not limited to, operational, functional and business improvement services. Consults with the client to ensure conformity to project and contractual obligations. Ensures and performs consultation on leadership systems, organizational assessments and program audits, and evaluations. Must be familiar with all methodologies and business processes applied to the client's work environment. Oversees the analysis, design and development of new improvement procedures and enhancements. Approves documentation standards, system specifications, feasibility and justification reports, and policy recommendations. Oversees the development and installation of techniques and procedures to implement policy decisions with regard to organizational structures, program evaluation and productivity improvements.

Ensures the development, maintenance and implementation of Program Management Plans and Technical Specifications Plan—documents that guide the performance of all functional and technical activities performed. Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment.

Minimum Education:

Master's degree from an accredited college or university in a related discipline required and 6 to 8 years of related experience.



## Subject Matter Expert

Uses functional and specific expert or institutional experience in specific areas that include management responsibility for large projects to serve as a subject matter expert. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the profession that the Government is able to qualify the individual as an expert in the field. Demonstrated excellent oral and written communication skills. Installs new systems and trains personnel in application. Conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. Installs new systems and trains personnel in application. Evaluates implementation and effectiveness of research. Provides Client facilitation services resolving disputes, disagreements, and divergent views.

Minimum Education:

Master's or advanced degree(s) preferred and 4 - 6 years of related experience.

## MOBIS Federal Supply Schedule Prices (per hour, US\$)

SIN No.	Labor Category	6/3/2013 – 6/2/2018
874-1, 874-7	Administrative Analyst**	\$62.06
874-1, 874-7	Jr. Analyst	\$90.49
874-1, 874-7	Analyst	\$116.38
874-1, 874-7	Sr. Analyst	\$139.63
874-1, 874-7	Project Specialist	\$162.90
874-1, 874-7	Senior Project Specialist	\$186.02
874-1, 874-7	Business Manager	\$215.34
874-1, 874-7	Client Executive	\$243.11
874-1, 874-7	Subject Matter Expert I	\$310.34

\*\*SCA Equivalent is 01020 Administrative Assistant (WD 2005-2013)

## Service Contract Act Applicability

The Service Contract Act (SCA) is applicable to this contract and it includes SCA-applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.